

**ARMY**  
**CHESS**  
COMPUTER HARDWARE,  
ENTERPRISE SOFTWARE AND SOLUTIONS

# License Tracker System Guide



May 2014



# Introduction

- This briefing will introduce the License Tracker System (LTS).
- The LTS will allow organizations and leadership to track current inventory of license purchases and maintenance, potentially share licenses across and between organizations and provide data for convenient and efficient budget forecasting.
- The LTS is accessed through the CHESs SharePoint Portal at the following link: <https://peoeis.army.mil/chess/lts/SitePages/Home.aspx>
- You will learn:
  - How to Access the License Tracking System
  - How to Request Licenses
  - How to View Submitted Requests
  - How to check Product Availability



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- Request Licenses
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- View Submitted Requests
- Product Availability
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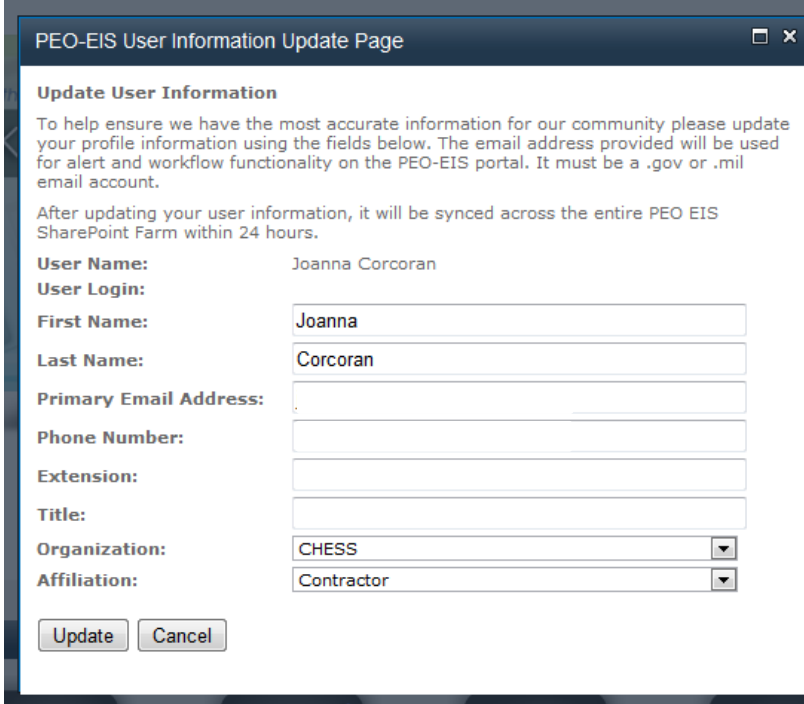
# Create a User Profile





# Create a User Profile

- All new users need to complete a user profile form on the PEO EIS SharePoint homepage in order to gain access to the new SharePoint License Tracker System.
- A pop-up will automatically come up with the form when a first time user comes into the SharePoint portal system (<https://peoeis.army.mil>)



The screenshot shows a web browser window titled "PEO-EIS User Information Update Page". The page contains a form for updating user information. The form includes fields for User Name, User Login, First Name, Last Name, Primary Email Address, Phone Number, Extension, Title, Organization, and Affiliation. The Organization and Affiliation fields are dropdown menus. The form also includes "Update" and "Cancel" buttons.

**PEO-EIS User Information Update Page**

**Update User Information**

To help ensure we have the most accurate information for our community please update your profile information using the fields below. The email address provided will be used for alert and workflow functionality on the PEO-EIS portal. It must be a .gov or .mil email account.

After updating your user information, it will be synced across the entire PEO EIS SharePoint Farm within 24 hours.

**User Name:** Joanna Corcoran

**User Login:**

**First Name:** Joanna

**Last Name:** Corcoran

**Primary Email Address:**

**Phone Number:**

**Extension:**

**Title:**

**Organization:** CHES

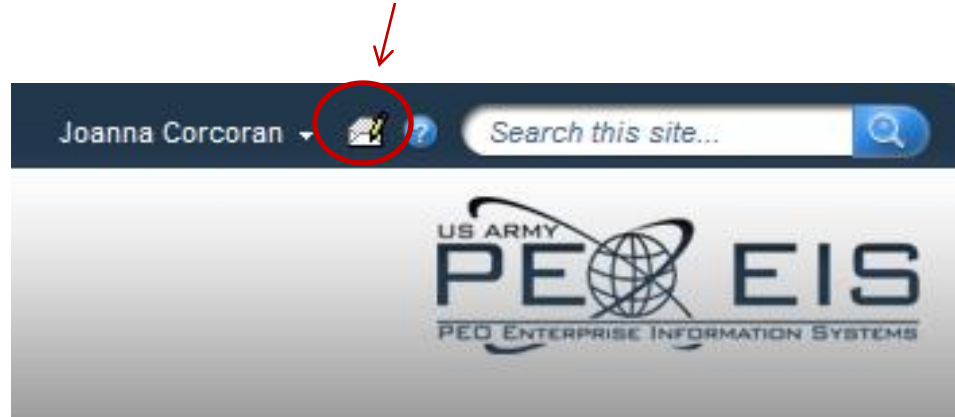
**Affiliation:** Contractor

**Update** **Cancel**



# Create a User Profile cont'd

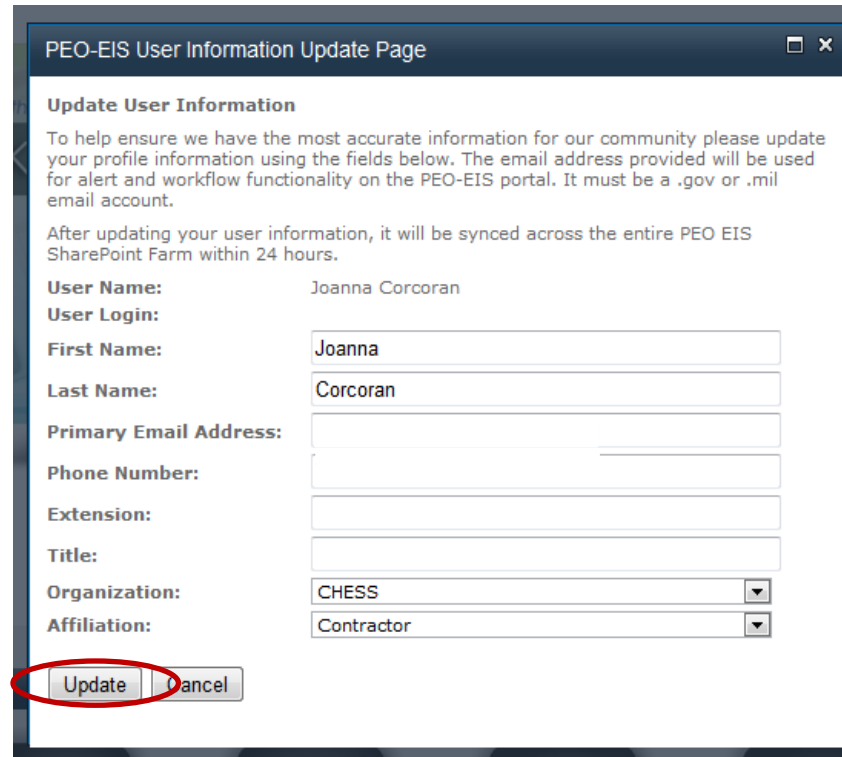
- If you do not see a pop-up you will need to click on the envelope icon located at the top-right hand side of the page next to your name.





# Update User Information Page

- Please verify that your information is accurate and if needed populate any fields missing information. If your organization is not part of PEO EIS please choose none from the drop down menu.
- Please ensure you click “Update” to complete the form.



**PEO-EIS User Information Update Page**

**Update User Information**

To help ensure we have the most accurate information for our community please update your profile information using the fields below. The email address provided will be used for alert and workflow functionality on the PEO-EIS portal. It must be a .gov or .mil email account.

After updating your user information, it will be synced across the entire PEO EIS SharePoint Farm within 24 hours.

**User Name:** Joanna Corcoran

**User Login:**

**First Name:** Joanna

**Last Name:** Corcoran

**Primary Email Address:**

**Phone Number:**

**Extension:**

**Title:**

**Organization:** CHESS

**Affiliation:** Contractor

**Update** **Cancel**



# Request Licenses





# Access the License Tracking System

- Once your User Profile is complete and updated (this may take 24 hours) visit the following link to access the License Tracking System (LTS):

<https://peoeis.army.mil/chess/lts/SitePages/Home.aspx>

License Tracker | **CHESS Home**

## Welcome to the CHESS License Tracker System!

The Army recently awarded several Enterprise License Agreements (ELAs) pursuant to Army goals to streamline acquisitions and generate significant cost avoidance in software procurements through centrally negotiated and purchased Commercial Off the Shelf (COTS) software for use across the Enterprise. In order to deliver improved efficiencies while reducing management overhead costs for the ELAs, the Project Directorate, Computer Hardware Enterprise Software and Solutions (PD CHESS) has established a SharePoint License Tracking System to centrally manage these agreements.



Please click the Access License Tracker Button below to get started.

**Access License Tracker**

### Helpful Documents

<input type="checkbox"/> Name	Description	Version
<a href="#">ACOM License Reviewer Appointee Form DEC 13</a>	Form used to appoint a license reviewer at the Command level	2.0
<a href="#">CHESS License Tracker System Guide</a>	CHESS License Tracker System Guide	1.0
<a href="#">TA Application Form 23 JAN 14</a>	Form used to appoint a Trusted Agent at the Command level	1.0

**Click "Access License Tracker" to continue**



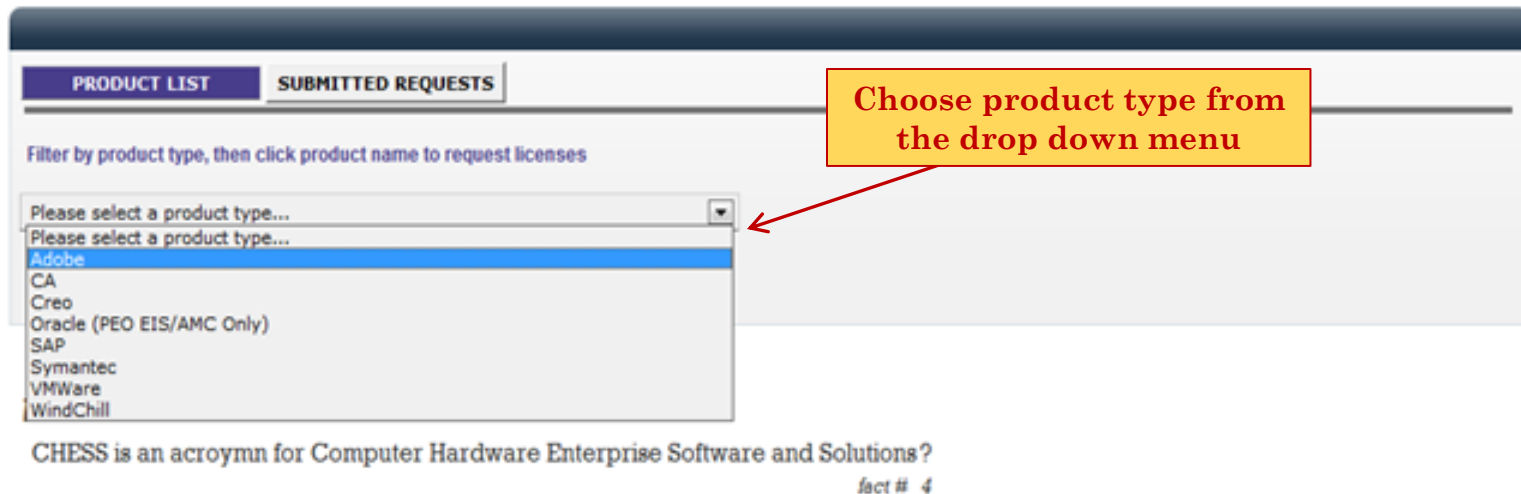
### Contact Us

CHESS Helpdesk  
 Operating Hours: 0800-1700 Eastern Time  
 Telephone: 888-232-4405 | DSN: 656-1019  
 Email: [armychess@mail.mil](mailto:armychess@mail.mil)



# Step 1 - Choose Product Type

- Once you selected the “Access License Tracker” button on the previous page you will be sent to the product page below. Select which product is applicable to your request.



The screenshot shows a web interface with two tabs: "PRODUCT LIST" (active) and "SUBMITTED REQUESTS". Below the tabs is a filter instruction: "Filter by product type, then click product name to request licenses". A dropdown menu is open, showing a list of product types: "Please select a product type...", "Please select a product type...", "Adobe", "CA", "Creo", "Oracle (PEO EIS/AMC Only)", "SAP", "Symantec", "VMWare", and "WindChill". A red arrow points from a yellow callout box to the dropdown menu. The callout box contains the text: "Choose product type from the drop down menu". At the bottom of the interface, there is a footer: "CHES is an acronym for Computer Hardware Enterprise Software and Solutions?" and "fact # 4".



# Product List Populated

- Once the product type is selected from the drop down menu the Product List will populate below

**PRODUCT LIST** **SUBMITTED REQUESTS**

Filter by product type, then click product name to request licenses

Adobe ▼

Product Name	License Type	Available Inventory	Enterprise-Wide
<a href="#">Adobe Acrobat Professional</a>	Named User		True
<a href="#">Adobe Experience Manager Document Services (AEM DS)</a>	Named User		True
<a href="#">Adobe LiveCycle Designer</a>	Named User		True
<a href="#">Adobe LiveCycle PDF Generator (PDFG)</a>	Named Users		True
<a href="#">Creative Cloud (FULL)</a>	Named User	1473	False
<a href="#">Creative Cloud (Single)</a>	Named User	2293	False

[If your product is not listed above, please click HERE.](#)

**Click on the product name you would like to access**

*Did You Know...*

Adobe is the most requested product line in the Army?

*fact # 2*



# Step 2 – Fill Out Request Form

**PRODUCT LIST**

**SUBMITTED REQUESTS**

Fill the request form

Product Type	Adobe
Product Name	Adobe Acrobat Professional
Enterprise-Wide	True
Remaining Inventory	Unlimited
Full Name*	Joanna Corcoran
Primary Phone* (123-456-7890)	123-456-7890
Organization/Command*	UNITED STATES FORCES - IRAQ, (USF-I)
PM/Subcommand*	N/A
Quantity Requested*	100
Comments	You can type details about this request here
Expected Date of Using These Licenses*	5/6/2014

Command approvers are required for this request

G6 Approver:	Michael Lucas
G8 Approver:	Michael Lucas

Request

**\*Field is Required**

**Full Name will automatically be populated for you**

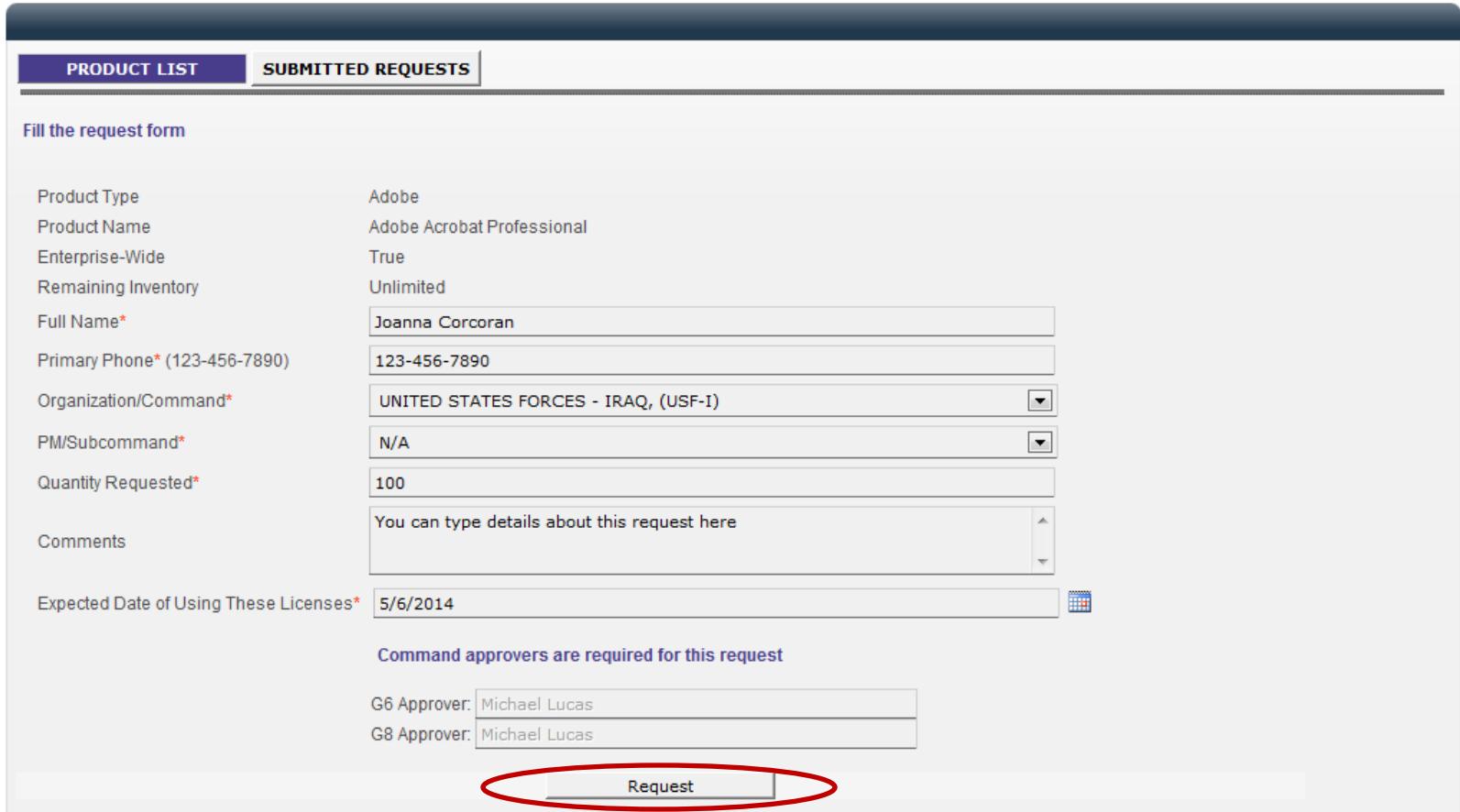
**Make sure to include the number of licenses you need in the "Quantity Requested" Field**

**G6 & G8 approvers will automatically be populated for you**



# Step 3 – Submit Request

- Once all required fields are populated click the “Request” button in order to submit



**PRODUCT LIST** **SUBMITTED REQUESTS**

Fill the request form

Product Type	Adobe
Product Name	Adobe Acrobat Professional
Enterprise-Wide	True
Remaining Inventory	Unlimited
Full Name*	Joanna Corcoran
Primary Phone* (123-456-7890)	123-456-7890
Organization/Command*	UNITED STATES FORCES - IRAQ, (USF-1)
PM/Subcommand*	N/A
Quantity Requested*	100
Comments	You can type details about this request here
Expected Date of Using These Licenses*	5/6/2014

Command approvers are required for this request

G6 Approver:	Michael Lucas
G8 Approver:	Michael Lucas

**Request**



# Step 4 – Confirmation of Request

**PRODUCT LIST** **SUBMITTED REQUESTS**

Request was submitted.

OK

Once you click "OK" you will be taken back to the home screen below

**PRODUCT LIST** **SUBMITTED REQUESTS**

Filter by product type, then click product name to request licenses

Adobe

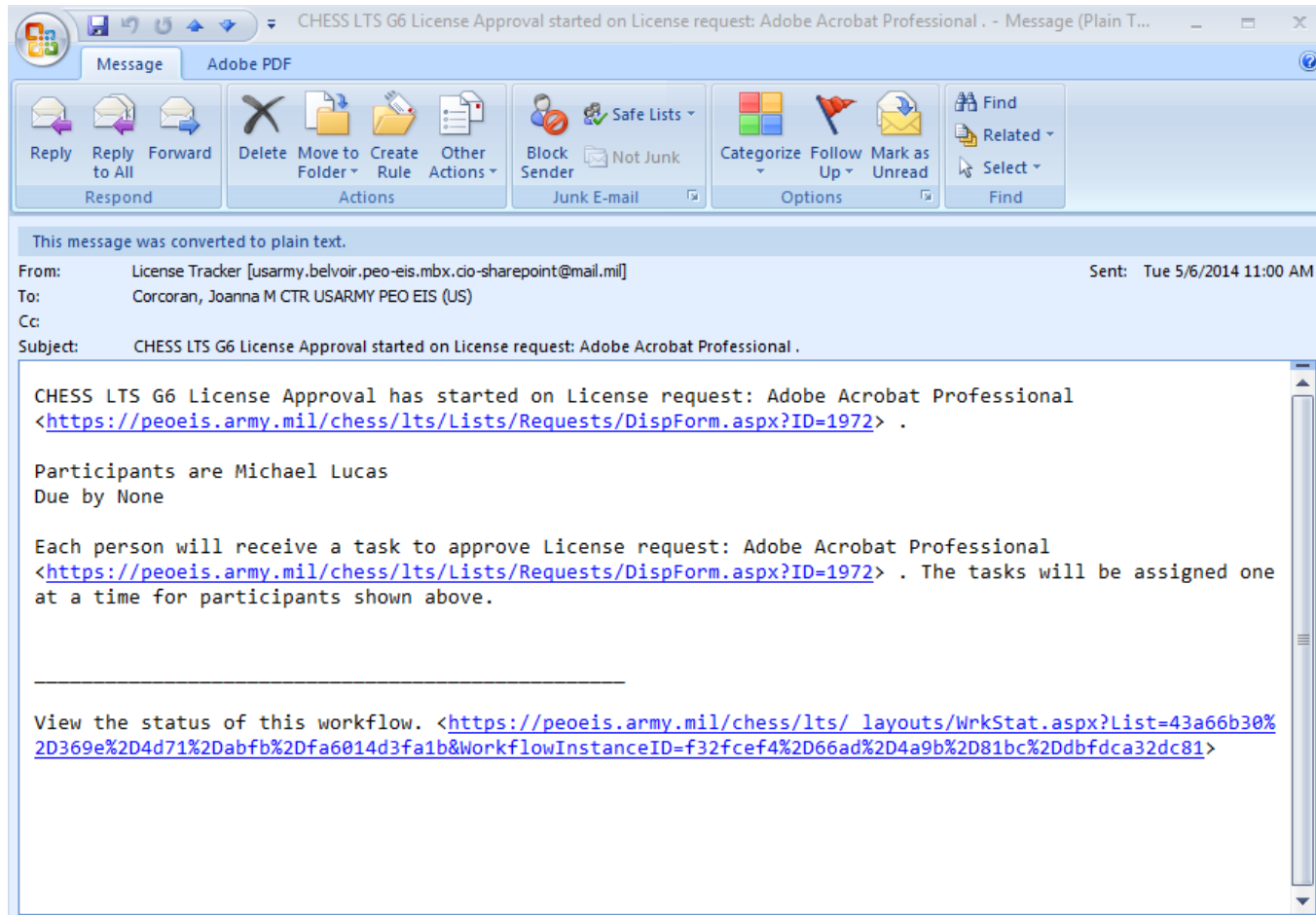
Product Name	License Type	Available Inventory	Enterprise-Wide
<a href="#">Adobe Acrobat Professional</a>	Named User		True
<a href="#">Adobe Experience Manager Document Services (AEM DS)</a>	Named User		True
<a href="#">Adobe LiveCycle Designer</a>	Named User		True
<a href="#">Adobe LiveCycle PDF Generator (PDFg)</a>	Named Users		True
<a href="#">Creative Cloud (FULL)</a>	Named User	1473	False
<a href="#">Creative Cloud (Single)</a>	Named User	2293	False

[If your product is not listed above, please click HERE.](#)



# Step 5 – Email Confirmation

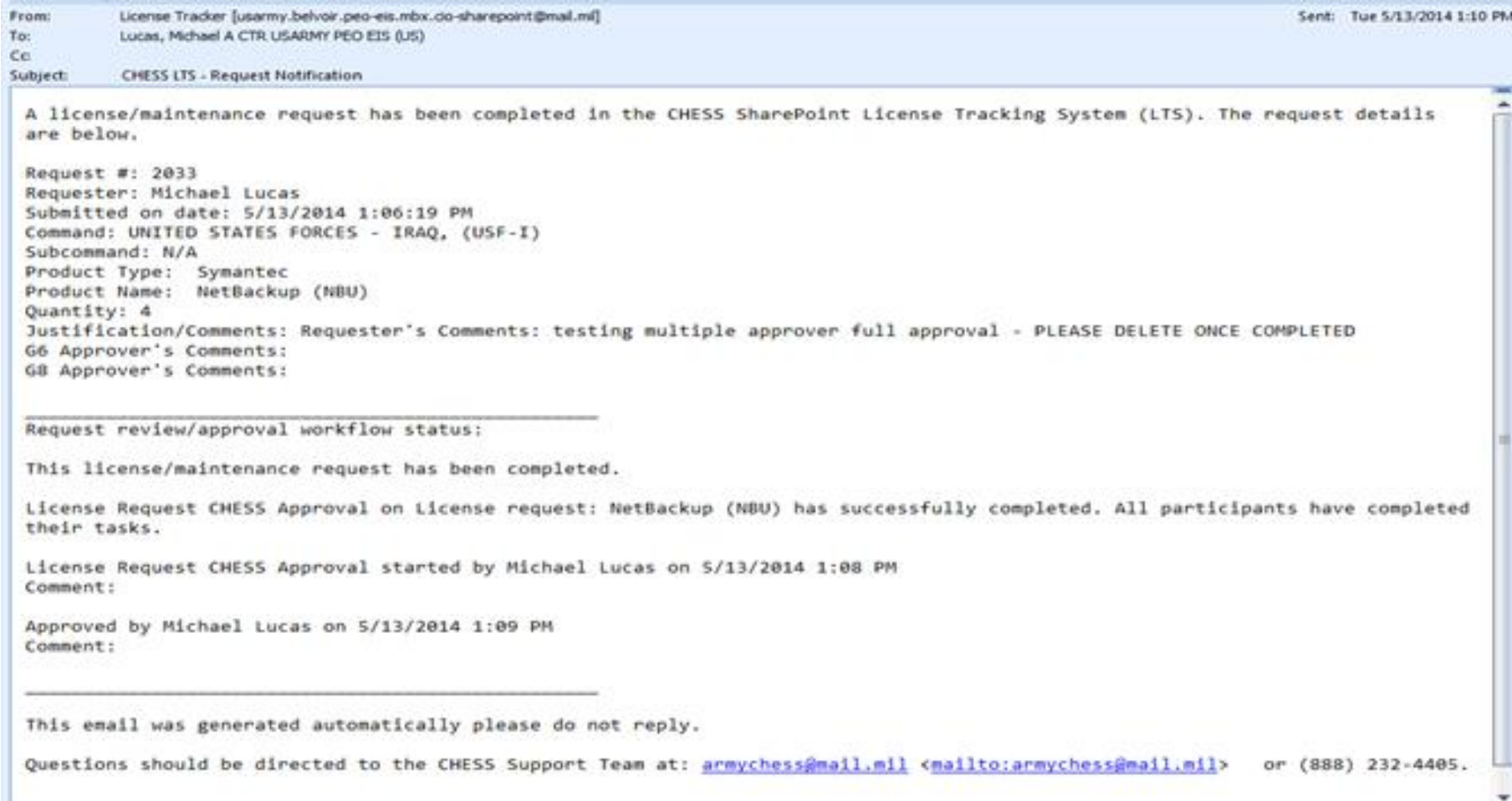
- Once you have submitted your request you will receive an email indicating that your request has been submitted to the approval process





# Step 6 – Email Confirmation Approval

- You will receive an additional email when your request has been approved





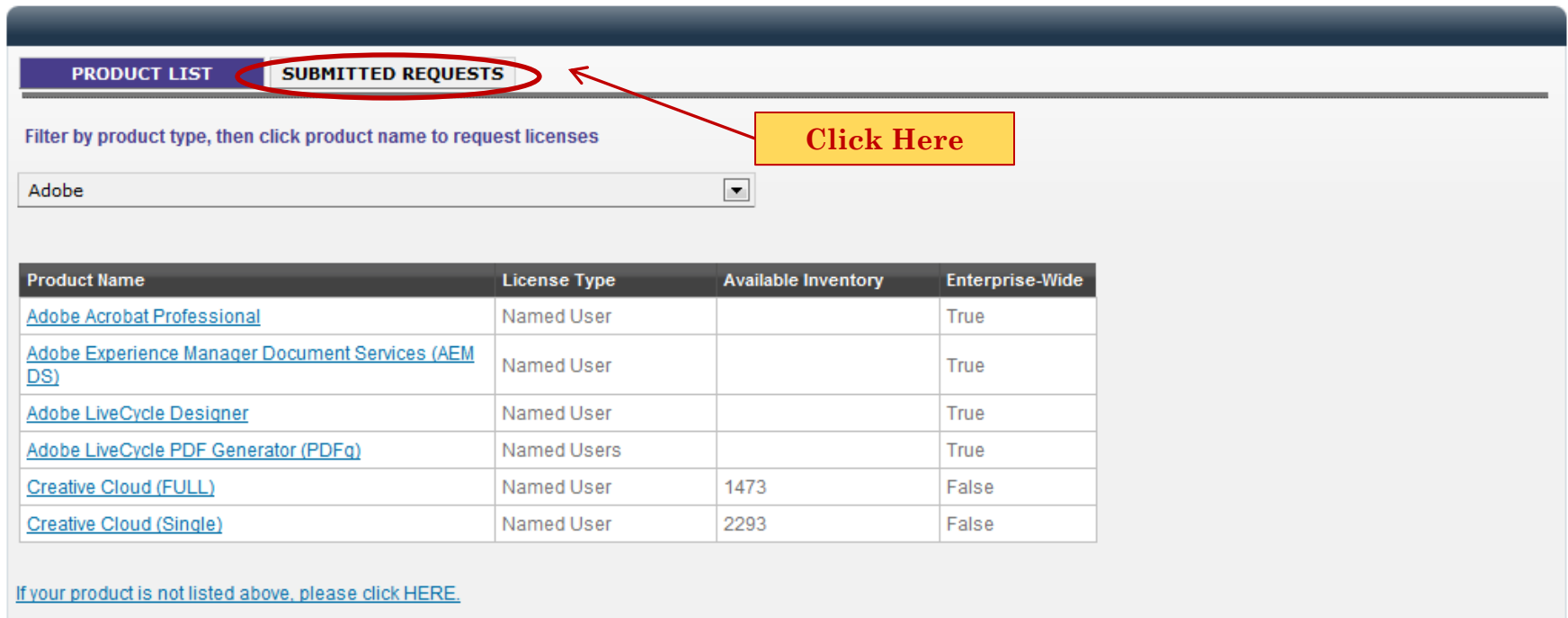
# **View Submitted Requests**





# Step 1 – Click Submitted Requests Tab

- From the main page of the LTS click the “Submitted Requests” Tab



**PRODUCT LIST** **SUBMITTED REQUESTS**

Filter by product type, then click product name to request licenses

Adobe

Product Name	License Type	Available Inventory	Enterprise-Wide
<a href="#">Adobe Acrobat Professional</a>	Named User		True
<a href="#">Adobe Experience Manager Document Services (AEM DS)</a>	Named User		True
<a href="#">Adobe LiveCycle Designer</a>	Named User		True
<a href="#">Adobe LiveCycle PDF Generator (PDFq)</a>	Named Users		True
<a href="#">Creative Cloud (FULL)</a>	Named User	1473	False
<a href="#">Creative Cloud (Single)</a>	Named User	2293	False

[If your product is not listed above, please click HERE.](#)



# Step 2 – View Submitted Requests

- Below is a screen shot of what you would see on your “Submitted Requests” Tab

NOTE: Each submitted request is only one row of information. Due to its length this Request was segmented to show all fields

PRODUCT LIST		SUBMITTED REQUESTS								
	Request ID	Command	Subcommand	Product Type	Product Name	License Type	Quantity	Created	Created By	Modified
Reallocate	1972	UNITED STATES FORCES - IRAQ, (USF-I)	N/A	Adobe	Adobe Acrobat Professional	Named User	100	5/6/2014	Joanna Corcoran	5/6/2014

Note: Reallocate is disabled when 1) license request has not been approved, or 2) when the licenses has been transferred or reallocated by the command or subcommand organization POC.

For a Status Update on your submitted request look to the last three columns for Approval information. (You will need to scroll to the right) This request is PENDING.

Modified By	Organization Approval	CHES Approval	Was Transferred/Reallocated by command org.
Joanna Corcoran	PENDING		False



# Product Availability





# Where is my product?

- If you select a Product Type from the drop down menu and a particular product you need is not available you do have the option to see if the product is obtainable
  - Follow steps 1 through 6 on the next few pages to check for product availability

PRODUCT LIST

SUBMITTED REQUESTS

Filter by product type, then click product name to request licenses

Product Name	License Type	Available Inventory	Enterprise-Wide
<a href="#">Adobe Acrobat Professional</a>	Named User		True
<a href="#">Adobe Experience Manager Document Services (AEM DS)</a>	Named User		True
<a href="#">Adobe LiveCycle Designer</a>	Named User		True
<a href="#">Adobe LiveCycle PDF Generator (PDFq)</a>	Named Users		True
<a href="#">Creative Cloud (FULL)</a>	Named User		se
<a href="#">Creative Cloud (Single)</a>	Named User		se

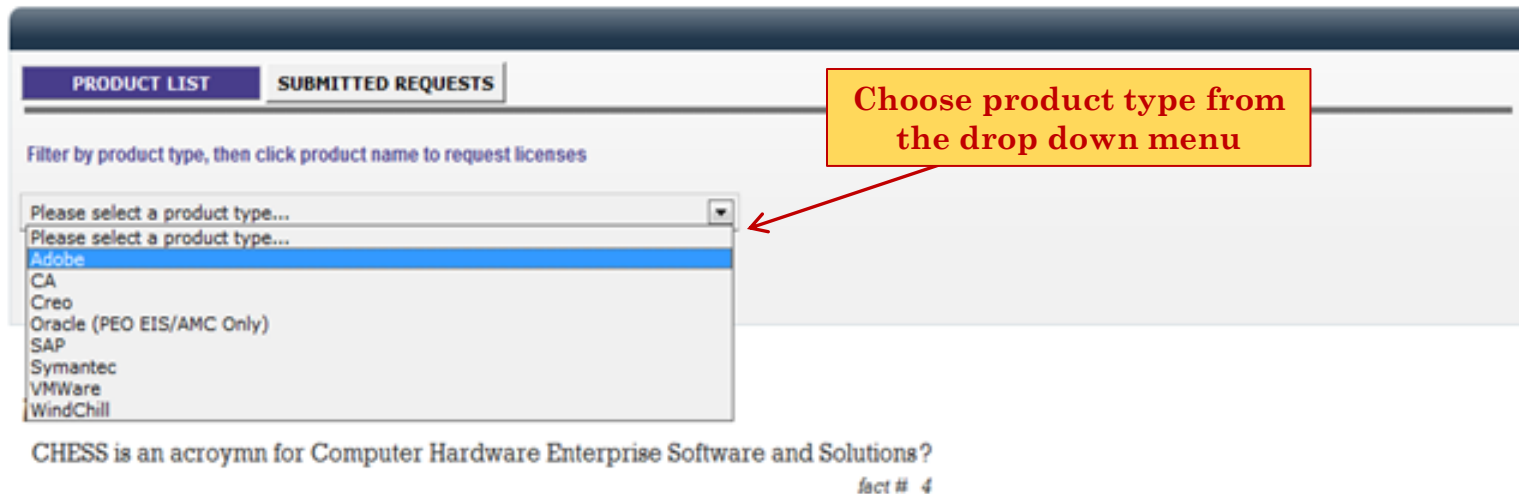
[If your product is not listed above, please click HERE.](#)

**Product is not listed here ... follow Steps 1-6 on the next few pages**



# Step 1 – Please Select a Product Type

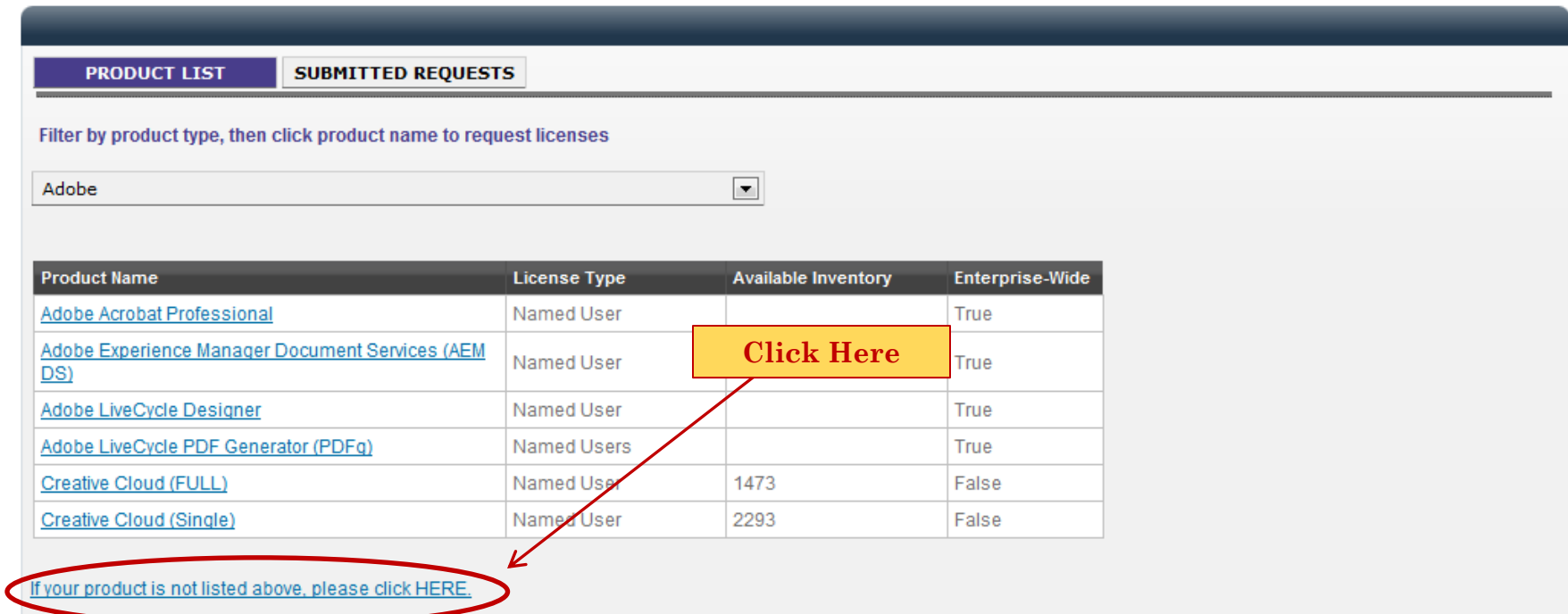
- From the Home Page select a “product type” of your choosing to be directed to a page where you can request a product





## Step 2 – Click Request Product Link

- From the product page of your choosing select the “If your product is not listed above, please click HERE” Button



**PRODUCT LIST** **SUBMITTED REQUESTS**

Filter by product type, then click product name to request licenses

Adobe

Product Name	License Type	Available Inventory	Enterprise-Wide
<a href="#">Adobe Acrobat Professional</a>	Named User		True
<a href="#">Adobe Experience Manager Document Services (AEM DS)</a>	Named User		True
<a href="#">Adobe LiveCycle Designer</a>	Named User		True
<a href="#">Adobe LiveCycle PDF Generator (PDFq)</a>	Named Users		True
<a href="#">Creative Cloud (FULL)</a>	Named User	1473	False
<a href="#">Creative Cloud (Single)</a>	Named User	2293	False

[If your product is not listed above, please click HERE.](#)



# Step 3 – Fill Out Product Request Form

**PRODUCT LIST**   **SUBMITTED REQUESTS**

Request a new product

Full Name\* Joanna Corcoran

Primary Phone\* (123-456-7890) 123-456-7890

Product Type\* (i.e. Oracle) Oracle (PEO EIS/AMC Only)

Product Name\* (i.e. Database Vault) Server

License Type Processor

License Quantity Needed\* 10

Enter any additional comments or concerns here

Comments

Submit

**1. Full Name will automatically be populated for you.**

**2. Be sure to include your Primary Phone Number**

**3. Choose Product Type from the Drop Down Menu.**

**4. You will need to type in the Product Name of interest**

**5. Be sure to choose a License Type from the drop down menu**

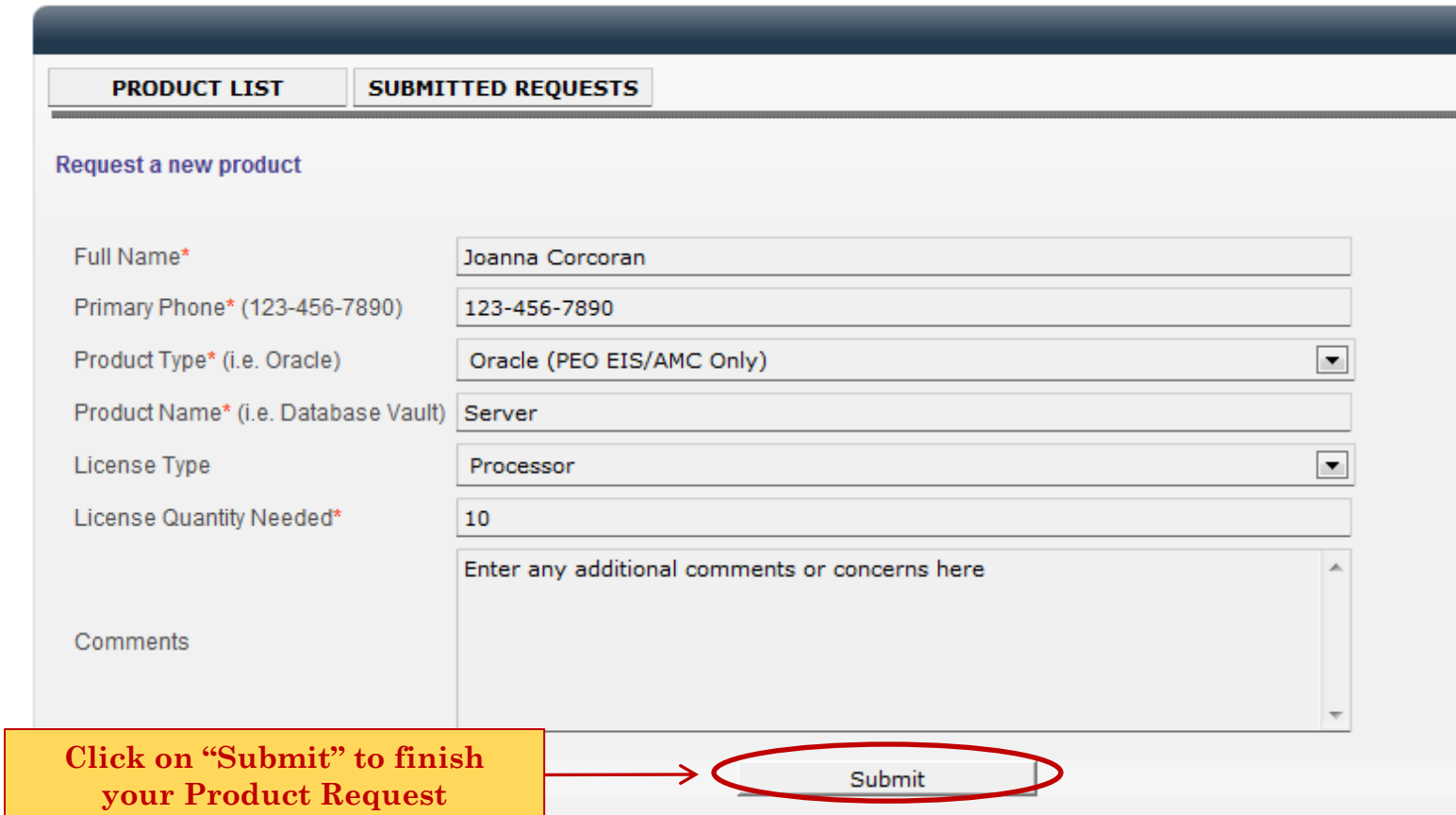
**6. Include Quantity Needed and any additional comments**

**\*Field is Required**



# Step 4 – Submit Product Request

- Once all required fields are populated click the “Submit” button to continue



The screenshot shows a web application interface for submitting a product request. At the top, there are two tabs: "PRODUCT LIST" and "SUBMITTED REQUESTS". Below the tabs, the section is titled "Request a new product". The form contains several input fields: "Full Name\*" with the value "Joanna Corcoran", "Primary Phone\* (123-456-7890)" with the value "123-456-7890", "Product Type\* (i.e. Oracle)" with a dropdown menu showing "Oracle (PEO EIS/AMC Only)", "Product Name\* (i.e. Database Vault)" with the value "Server", "License Type" with a dropdown menu showing "Processor", and "License Quantity Needed\*" with the value "10". Below these fields is a text area labeled "Comments" with the placeholder text "Enter any additional comments or concerns here". At the bottom right of the form is a "Submit" button. A red oval highlights the "Submit" button, and a red arrow points from a yellow box containing the text "Click on 'Submit' to finish your Product Request" to the button.

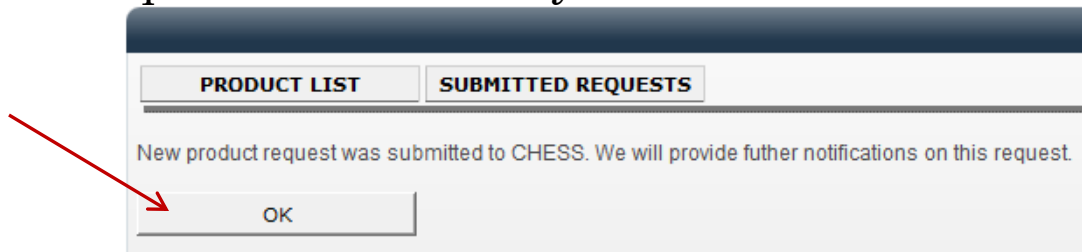
**Click on “Submit” to finish your Product Request**

NOTE: All Product Requests must be APPROVED by CHES and may not be included in the scope of the contract. Therefore, not every submitted product request will be approved.

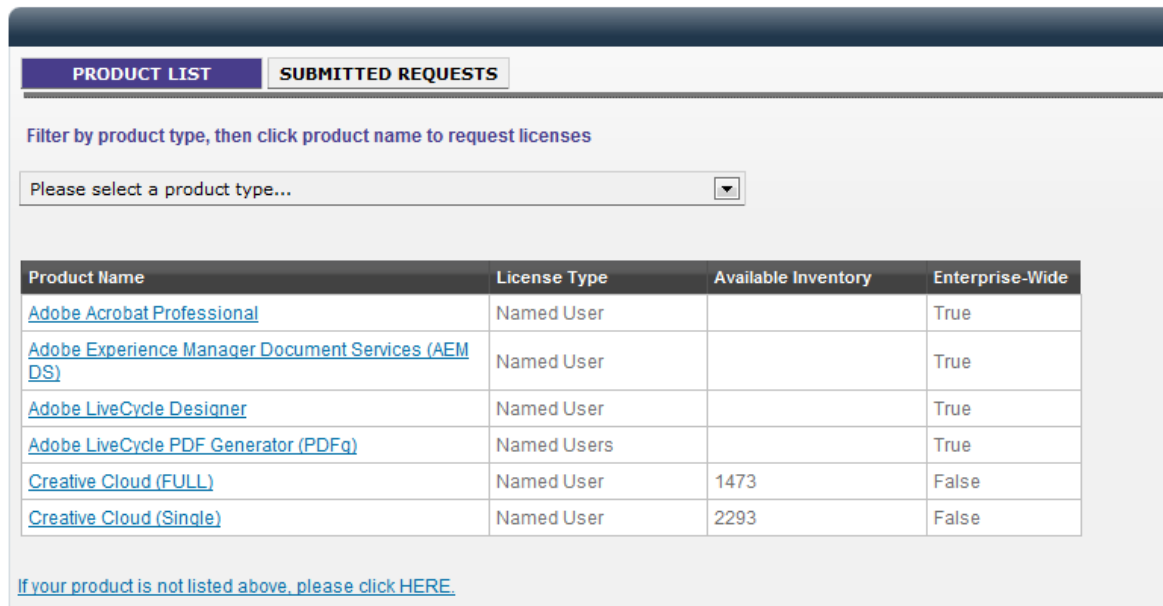


# Step 5 – Confirmation of Product Request

- Once your request is submitted you will see the following message:



- Click the “OK” button and you will be taken back to the main screen



**PRODUCT LIST** **SUBMITTED REQUESTS**

Filter by product type, then click product name to request licenses

Please select a product type...

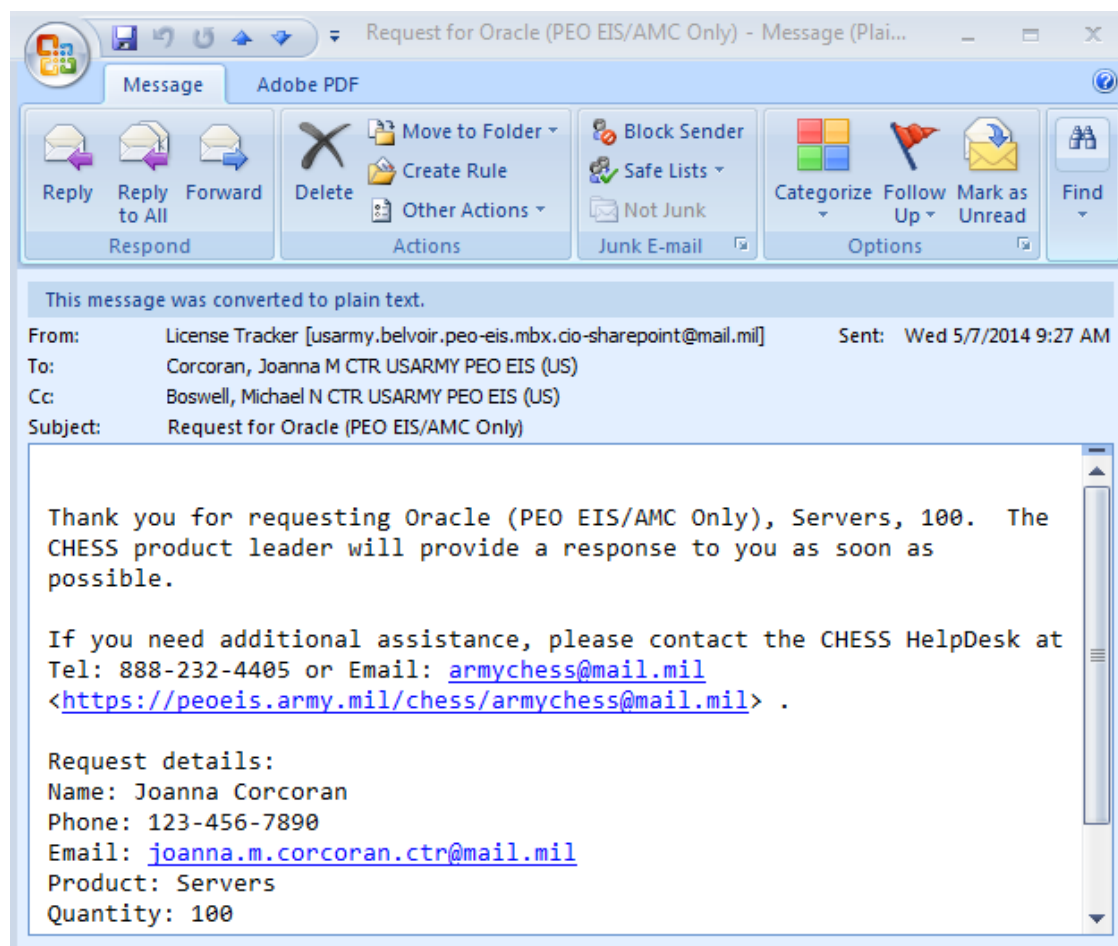
Product Name	License Type	Available Inventory	Enterprise-Wide
<a href="#">Adobe Acrobat Professional</a>	Named User		True
<a href="#">Adobe Experience Manager Document Services (AEM DS)</a>	Named User		True
<a href="#">Adobe LiveCycle Designer</a>	Named User		True
<a href="#">Adobe LiveCycle PDF Generator (PDFq)</a>	Named Users		True
<a href="#">Creative Cloud (FULL)</a>	Named User	1473	False
<a href="#">Creative Cloud (Single)</a>	Named User	2293	False

[If your product is not listed above, please click HERE.](#)



## Step 6 – Email Confirmation of Product Request

- Once you have submitted your product request you will receive an email indicating that a CHES Product Leader is reviewing your request





# Questions

UNCLASSIFIED



**For information about using  
IT e-mart, contact the  
CHES Customer Support Team  
toll free at: (888) 232-4405  
or email at  
[armychess@mail.mil](mailto:armychess@mail.mil)**